



SUPERVISING PIPELINE SAFETY ENGINEER

Exam Code: 3FS05

Department(s):	Department of Forestry & Fire Protection
Opening Date:	11/27/2013
Closing Date:0	12/30/ 2013
Type of Recruitment:	Open - Nonpromotional
Salary:	\$5733 - \$7476
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	Statewide

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG FREE STATEMENT

It is an objective of the State of California to achieve a drug-free state work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the minimum qualifications. This is an open-nonpromotional examination. Applications will NOT be accepted on a promotional basis.

FILING INSTRUCTIONS

Final Filing Date: **December 30, 2013**

Examination/Employment Application (STD. 678) is available at the California Department of Human Resources' website at www.jobs.ca.gov. Examination/Employment Application (STD. 678) may be submitted by mail or delivered in person.

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: LaWren Morrow)
P.O. Box 944246
Sacramento, CA 94244-2460

MAIL:

Department of Forestry and Fire Protection
Examination Unit – (Attention: LaWren Morrow)
1300 U Street
Sacramento, CA 95818

Note: Applications will not be accepted via e-mail

Applications postmarked or personally delivered after the final filing date, **December 30, 2013**, will not be accepted for any reason.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the application and/or contact the Department of Forestry and Fire Protection at (916) 445-7824.

SALARY INFORMATION

\$5733 - \$7476

ELIGIBLE INFORMATION

A Departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by **December 30, 2013**, the final filing date.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS

EITHER I

One year of experience in California state service performing the duties of a Pipeline Safety Engineer, Range C.

OR II

Experience: Four years of experience performing responsible engineering duties in hazardous liquid, petroleum, or natural gas pipeline safety or enforcement. **And**

Education: Equivalent to graduation from college with a major in civil, chemical, mechanical, or petroleum engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

APPLICANTS MUST SUBMIT A COPY OF THEIR DEGREE AND/OR TRANSCRIPT WITH THEIR APPLICATION.

POSITION DESCRIPTION

This is the supervisory level of the series. Incumbent(s) have supervisory responsibility for staff within an assigned geographic area of the State or have supervisory responsibility for difficult, sensitive, or statewide pipeline safety enforcement projects.

EXAMINATION INFORMATION

Qualifications Appraisal Interview: It is anticipated that interviews will be held during **February/March 2014**.

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

KNOWLEDGE, SKILLS, AND ABILITIES

Scope:

A. Knowledge of:

1. Nationally recognized standards, associations, regulations, and laws relating to the hazardous liquid pipeline industry.
2. Hazardous liquid pipeline operation and maintenance to enforce Federal and State laws and regulations.
3. Hazardous liquid pipeline design and construction to enforce Federal and State laws and regulations.
4. Hazardous liquid pipeline terminology and principles for proper application to the job.
5. Various methods of hazardous liquid pipeline testing (e.g., smart pig, hydrostatic testing, acoustic testing) to determine integrity of pipeline.
6. State Fire Marshal guidelines for conducting pressure testing (e.g., hydrostatic) to ensure operator compliance with State and Federal laws and regulations.
7. Supervisor's role in promoting equal opportunity in selection, development, and promotion of employees and for maintaining a work environment, which is free of discrimination and harassment.
8. Principles and techniques of personnel management and supervision to effectively supervise employees.
9. Specialized industry equipment (e.g., smart pig) used in the hazardous liquid pipeline industry.
10. Resources for supervision (e.g., progressive discipline, Employee Assistance Program, Equal Employment Office guidelines) for guidance and tools for managing employees.
11. State Fire Marshal mission and strategies to protect life and property through the application of fire prevention, education, and enforcement.
12. Peace Officers Bill of Rights to ensure the rights of employees are protected and in compliance with State laws and Department policies.
13. Fire Fighters Bill of Rights to ensure the rights of employees are protected and in compliance with State laws and Department policies.

B. Ability to:

1. Follow oral and written directions for effective job performance.
2. Analyze situations, reason logically, and recommend an effective course of action for hazardous liquid pipeline safety and effective job performance.
3. Comprehend and verbally communicate to exchange ideas and accomplish daily tasks.
4. Read and interpret reference manuals, training materials, data, and correspondence to acquire knowledge essential to the performance of the job.
5. Prepare accurate, clear, concise, and well-written reports and correspondence for effective job performance.
6. Manage workload and time in order to prioritize for successful job performance.
7. Maintain professional demeanor to represent the Department in positive manner.
8. Assess technical and administrative data to develop reports, briefings, and other documents.
9. Work as part of a team for successful job performance.
10. Inspect hazardous liquid pipelines to ensure compliance with all Federal and State hazardous liquid pipeline safety laws and regulations.

VETERANS PREFERENCE

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDIT

Three career credits will be added to the final score of all competitors in this examination who qualify for the credits and attain a passing mark on the examination. (See "General Information" on this bulletin for information regarding career credits.)

DISTINGUISHING CHARACTERISTICS

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work throughout the State and at unusual hours, evenings, Saturdays, Sundays, and holidays; may be on 24-hour call; alertness and keenness of observation; to work remote locations and/or adverse conditions in emergency and non-emergency situations; wear job-required attire and personal protection equipment; accept new responsibilities; possession of a valid driver license of the appropriate class issued by the Department of Motor Vehicles and good driving record. Applicants who do not possess the license will be admitted to the examination but must secure the license prior to appointment.

SPECIAL REQUIREMENTS

FELONY DISQUALIFICATION

Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179 (b), or Division 2.5, Chapter 1, Article 4, Section 1722 (b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

BACKGROUND INVESTIGATION

Pursuant to Government Code Section 1031, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Forestry and Fire Protection background investigation may be required to undergo an additional background investigation.

CITIZENSHIP REQUIREMENTS

Pursuant to Government Code Section 1031 (a), in order to be a peace officer, a person must be either a U.S. citizen or be a permanent resident alien who is eligible for and has applied for U.S. citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

AGE REQUIREMENT

Existing law provides that a peace officer must be at least 18 years of age at the time of appointment. **You must complete Section 8 of the Examination Application Std. 678.**

EDUCATION REQUIREMENT

Existing law provides that a peace officer must be a high school graduate, pass the General Education Development (GED) Test indicating high school graduation level, pass the California High School Proficiency Examination, or have attained a two-year or four-year degree from an accredited college or university.

CONTACT INFORMATION

Department of Forestry and Fire Protection
P.O. Box 944246
Sacramento, California 94244-2460
(916) 445-7824

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device
1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)
STS is Speech-to-Speech Service for persons with a speech disability and is reachable at
1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)

DISCLAIMER

Please go to the following website to review the official California Department of Human Resources (CalHR) class specification: <http://www.calhr.ca.gov/state-hr-professionals/pages/2278.aspx>

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection, (916) 445-7824, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact the Department of Forestry and Fire Protection three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her three days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available online at CalHR, local offices of the Employment Development Department and the testing Department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing Department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) Departmental promotional, 3) multi-Departmental promotional, 4) service-wide promotional, 5) Departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment and military veterans that meet all the minimum qualifications. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235, and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at Departmental personnel offices or www.jobs.ca.gov.

If High School Equivalence is Required: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested these points by mail. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is

verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093), which is available at www.jobs.ca.gov or the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the Examination/Employment Application. (STD. 678).

Felony Disqualification: You are disqualified from being employed as a peace officer if: 1) you have been convicted of a felony in California or any other State; 2) you have been convicted of any offense in any other State which would have been a felony if committed in California; 3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; 4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): 1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; 2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; 3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

Confidentiality and Security: Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in State civil service.